

Updates for Fall 2007!

Accounting/Function Codes

In an effort to improve data quality, the data field descriptions provide a list of recommended accounting/function codes for most of the assignment codes. If the recommended accounting/function code is not submitted, a warning message will occur; however, the data will be stored.

Optional Fields

Field 18: Date Credential Issued and Field 19: Date of Expiration are now optional fields. Districts are not required to report these fields in the REP.

Number of Academic Classes Taught

This position in Field 10 must have a value of "1" to "9" when a core academic subject area is submitted or a fatal error is reported. For non-core academic assignment codes "000AX" through "000ZZ" and "00110" through "00413", a district must report a value from "0" to "9". All other assignment codes ("00500" through "99900") must be submitted with a code of "0".

REP Submission Reports Now Available

End-of-year 2007 and Fall 2007 REP Submission Reports are now available on the REP Main Menu.

Updates in Paraprofessional/Aide Information

New assignment codes for the Migrant Education Program (MEP) Title IC:

"00410" MEP Instructional Paraprofessional/Aide**

"00411" MEP Non-Instructional Paraprofessional/Aide

"00412" MEP Instructional Paraprofessional/Aide** – summer only

"00413" MEP Non-Instructional Paraprofessional/Aide – summer only

(**Highly qualified status must be reported for "00410" and "00412")

Warnings versus Errors

A *warning message* is given when a data element falls outside the normal range of data for a given field. The purpose of warning messages is to provide an opportunity for a district to check the quality of the data reported and then make any necessary adjustments. If the data are accurate, no action is required.

An *error message* occurs when a data element is submitted with an invalid value or character. Data errors are not accepted by the REP application and will result in fatal errors.

Data Quality Initiative

For the Fall 2007 Data Submission, CEPI will analyze the data submitted by districts and inform districts when possible anomalies occur. CEPI encourages you to finish your submission early, so that your district can take advantage of this service to you. The data quality initiative will help ensure that accurate data is reflected in all state and federal reports for your respective districts. E-mail messages are scheduled to go out in mid-November.

Four examples of the areas reported to districts are:

1. Change in highly qualified status of teachers to non-highly qualified from fall 2006 to EOY 2007.
2. Staff members assigned to buildings too far away from their home districts.
3. Reporting of retired staff members who were reported as retired in the previous submission.
4. Staff members assigned to grades that do not match grade levels as listed in the School Code Master.

Complete Submission Definition

The Personnel Submitted Report lists all employees reported successfully for your district for each submission cycle. This report can be found on the REP Main Menu. It is important that you verify/update all of your employees during each submission cycle. When the submission begins, all employees previously submitted have red "Xs". After a record has been updated/verified, a green "check mark" appears. Your submission is complete when all employees have green "check marks".

To determine if all records have been successfully updated, check the following two items in the report heading:

1. Records updated for this submission cycle: _____
2. Records not updated for this submission cycle: _____

Be sure that the total for No. 2 is "0" by the due date for each submission cycle.

Coming Up...

Deadline for the fall submission of personnel data is **December 3, 2007**

Contact Us

For application concerns, please e-mail CEPI Customer Support at cepi@michigan.gov, or call 517.335.0505 and choose option 3 for CEPI Customer Support.

Questions? Comments? Let us know at CEPI@michigan.gov!